

EXHIBIT D-8
CLASS CODE:300-8

CLASS TITLE: STORMWATER MANAGER/FIELD TECHNICIAN

PURPOSE OF CLASS: Under the direction of the Town Administrator serves as Stormwater Manager/Field Technician and oversees the maintenance, replacement and operations of the Stormwater System and community outreach.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS:

Primary Tasks:

- Develops and implements goals, objectives, policies and priorities for the Town's stormwater plan, including the development of annual maintenance and long-term capital program.
- Inspects, monitors and coordinates maintenance, repair and replacement of all stormwater and shoreline management features.
- Develops, controls, and monitors assigned budget.
- Develops and implements short-term and long-term maintenance and preventive maintenance programs.
- Review residential and commercial plan submittals and ensuring compliance with local ordinances.
- Documents stormwater code violations, issuing notices of violation and following up with warnings and notices to ensure code compliance.
- Ability to interpret maps; and familiarity with computer aided design (CAD) and other computer mapping software (GIS).
- Develops and maintains GIS data for stormwater infrastructure.
- Provide excellent customer service, problem recognition and dispute resolution skill.
- Communicates effectively, both verbally and in writing. Verbal presentations may be in front of group or in difficult situations. Must be able to present complex technical data in an understandable manner to a variety of audiences.
- Prepares and presents staff reports, resolutions, ordinances and correspondence regarding assigned activities.
- Prepares and administers environmental grants.
- Serve as point of contact for stormwater related inquiries.
- Assists Public Works Department as needed.
- Participates in emergency preparation and response.
- Complete additional training as assigned.
- Maintain physical condition appropriate to the performance of duties and responsibilities involving some combination of bending, stooping, lifting arms above head, kneeling, crouching and crawling.
- Performs other duties as assigned.

Equipment Operated: Personal Computer, fax, phone, vehicle, heavy construction equipment, and various hand tools.

Reporting Relationship: This position reports to the Town Administrator.

Working Conditions: Work is generally performed in an outdoor environment performing field work in all weather conditions, but requires some time indoors for administrative duties.

QUALIFICATIONS OF CLASS:

Education: High school diploma or GED equivalent and any combination of education and experience equivalent to four years of infrastructure construction experience, preferable including the application and interpretation of rules and regulations. Must possess a valid driver's license. Associates degree preferred.

Experience: Considerable infrastructure construction experience and project and contract management.

Knowledge: Skills and Abilities:

- Engineering principles and practices applicable to surface water and drainage systems planning, design, construction, maintenance and operations.
- Standard fleet purchase and maintenance practices and principles.
- Project and contract management, cost analysis and budgeting practices.
- Surface water and drainage collection, retention, detention, discharge systems, and distribution systems.
- Construction site erosion control and other stormwater pollution prevention best management practices.
- Basic surveying principles and equipment
- Basic water quality monitoring protocol and sampling methods
- Brunswick County Stormwater Quality Management and Discharge Control Ordinance and Sunset Beach Stormwater Management Plan/Ordinance.
- Basic knowledge of drainage principles and concepts and erosion control.
- Federal and state safety, environmental and operational codes, laws and regulations governing the performance of maintenance functions in public right of way.

Special Requirements:

- Possess or obtain a Commercial Driver's License within 6 months of hire.
- Possess or obtain Stormwater BMP Inspection and Maintenance Certification within 1 year of hire.